

ADMINISTRATIVE INTERNAL USE ONLY

DS&T-421-85

17 MAY 1985

20 MAY

MEMORANDUM FOR: Director of Personnel

FROM: R. E. Hineman
Deputy Director for Science and Technology

SUBJECT: Evaluation and Ranking of Senior Secretaries
Directorate of Science and Technology

1. The Directorate of Science and Technology has reviewed the effectiveness of its current system for evaluating and ranking senior secretaries and has decided that it is not responsive to the needs of the Career Service. The consensus of the Directorate is that the employees are best served by being evaluated and ranked by their Offices, where they are best known, rather than by a Directorate level panel. The recommendation which follows allows for office level evaluation, but preserves a Directorate level review by the Career Service Board. Therefore, the sense of is preserved. It is requested that you approve the following recommendation concerning the evaluation and ranking of senior secretaries in this Directorate:

STAT

That the evaluations of the GS-08 and GS-09 senior secretaries be delegated to the Office level. Career Service Panels within the Offices will be responsible for the evaluation, ranking, categorizing, recommending for promotion, and career counseling of their secretaries. The Offices will be required to forward a copy of the evaluations and rankings to the Career Service Board for review and approval.

That GS-10 and GS-11 senior secretaries continue to be evaluated by the DS&T Career Service Panel (CSP) by virtue of the fact that only at the DS&T level do we find those grades. The recommendations of the CSP will also be reviewed by the Career Service Board.

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STAT That promotion actions for senior secretaries will be initiated by the Office (or the DS&T CSP as appropriate) based on the comparative evaluation exercise, evidence of the employee's ability to perform at a higher grade, headroom, and availability of a properly graded position. All promotion actions will be forwarded to the ADDS&T for approval [REDACTED]

That vacancy notices will be issued by DS&T Personnel and that the files collected will be forwarded to the Office concerned where the selection will be made.

That the Office Directors will determine the composition of the career service panels, but it is recommended that membership consist of GS-12 through GS-14 officers.

2. The DS&T Senior Secretarial Career Service Panel (SSCSP) will be disbanded with the approval of the above recommendation.

[REDACTED] STAT
R. E. Hineman

The recommendation in paragraph 1 is approved:

Director of Personnel

Date